

## **Minister's Report to First Unitarian Board November 2020**

**Worship**— I usually participate in Tuesday evening worship team meetings. I helped design and lead the Sunday, October 18<sup>th</sup>, Ordination Service for Maureen Erwin. I will be leading worship on November 22<sup>nd</sup>.

**Administrative and Communications**—I have continued to produce the weekly Society Pages, which are emailed every early Thursday to anyone who signs up for them. Print copies are mailed to 3 members who rather receive theirs in the mail. I pick up the mail weekly from the FU box at the UPS store in Scotch Plains and deposit any checks I find and distribute any bills received to Cass and the bookkeeper. I continue to answer any email sent to [info@fusp.org](mailto:info@fusp.org), and phone calls received at 908.312.1815. I am also making sure the Share the Plate offerings are accurately accounted for and that checks are mailed to the monthly recipients. I review the financial statements for accuracy. I continually update the database software (Breeze) and the website.

**Pastoral Care**—There was a well-attended virtual memorial to honor Ralph Braskett on Saturday, Oct 24<sup>th</sup>. I remain available for zoom appointments whenever necessary to members with pastoral care concerns.

**Ministerial Presence**—I attend Board meetings and executive committee meetings and speak regularly with the President Chris Baglieri.

Yours in positive faith,

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